

Travel Briefs

Travel Quotation Bid Sheet Now Available on the Web

The State of Utah Travel Quotation Bid Sheet, form FI 58, is now available on the Division of Finance Web site at www.finance.utah.gov/forms.

The two-page form is used by agencies to request approval from the State Travel Office for all state-sponsored conferences, training sessions, retreats, and service award gatherings that have a cost to the State over \$500. The form also documents bids the agency may have received and agency approval.



To use the form you need to have the Adobe Acrobat Reader 5.0 or higher installed on your computers. Version 5.0 or higher is required to use the functionality built into the forms.

You can complete the form on-line and print it from the Acrobat Reader, or you can print a blank form and fill it out by hand. Completed forms should be sent to Nicole Naylor or Diann Donoviel to obtain Travel Office approval. Fax your completed forms to 801-538-3485.

Itinerary Gives Important Information to Use in Emergency

Travelers, please be aware that all of the information you need to obtain emergency assistance while traveling is on the top of the itinerary.

For routine business use the local office phone number, 801-538-3350. You should use the emergency phone numbers only if you are stranded and need assistance. **Please do not call the airlines yourself to reschedule your flight.** Tickets must be issued through State Travel to obtain the state contract airfares.

If you need emergency assistance during regular business hours (8 a.m. to 5 p.m. Mountain Time weekdays), call the State Travel emergency line at 801-537-9124. Use the after-hours line, 1-800-860-7816, from 5 p.m. to 8 a.m. Mountain Time weekdays, and on weekends and holidays. You will be asked for a code. That code is printed to the right of the phone number on the itinerary. Using the after-hours line will automatically charge \$15 to your agency's CTA account when the call is placed.



If you need to reschedule a flight while traveling, don't call the airlines.

Use the emergency and after-hours phone numbers printed at the top of your itinerary to contact our travel agents.

One traveler rebooked his own flight and cost his agency \$600 because he was not able to obtain the state airfare without the assistance of State Travel or the agents who answer the after-hours line.

[Briefs continue on page 2](#)

Book Rental Cars Through State Travel

We would like to remind travelers that all rental cars must be booked through the State Travel Office and must be pre-approved on a Request for Out-of-State Travel Authorization, form FI 5.

State travelers are not authorized to book rental cars on the Internet.

The policy for car rentals is documented in accounting policy FIACCT 10-02.06, Travel – Reimbursements – Transportation. See section C, Rental Vehicles. The policies are available on the Finance Web site at www.finance.utah.gov. Click on the *Services* button on the left, and then select *Policies* from the first submenu and *State of Utah Accounting Policies and Procedures* from the second submenu.



Expect Fewer Attendees for Group Gatherings

We would like to caution agencies who are planning group events not to use last year's numbers to project attendance. With the slow economy and agency budget cuts, you should expect fewer participants than in previous years.

We also encourage agencies to consider using less expensive facilities than in the past (e.g., a state facility). A facility may offer meals at per diem, but when you consider the cost of room rental, audio/visual equipment, parking fees, etc., the total expense may be more than you expect.

If you have questions about booking group facilities, contact Nicole Naylor at nnaylor@utah.gov or 801-538-3109; or Diann Donoviel at ddonoviel@utah.gov or 801-538-3103.



Agencies Can Help Obtain Bids for Group Gatherings

Agency personnel can speed the process of obtaining bids for group gatherings by getting bids before you contact State Travel. Then we may be able to help negotiate a better price.

Please give us two to four weeks lead time to help you obtain the lowest price. For assistance, contact us when you first begin to plan your event rather than waiting until the last minute. Contact Nicole Naylor at nnaylor@utah.gov or 801-538-3109.

Use the State of Utah Travel Quotation Bid Sheet, form FI 58, to document bids and authorization. The form is available on the Finance Web site at www.finance.utah.gov/forms.



[Briefs continue on page 3](#)

Delta Allows Speedy Check-In Through International Terminal

Delta Airlines is allowing passengers to avoid long security lines by checking in at the International Terminal.

This alternative, which is still in the development stage, is currently available from 7 a.m. to 11 a.m. It is intended for business travelers who do not have baggage to check and who have e-tickets. The International Terminal is just west of Terminal #2.



Delta Offers Kiosk Check-In in Salt Lake City

Delta self-service kiosks at the Salt Lake International Airport will allow e-ticket SkyMiles passengers to check in, receive boarding cards for domestic originating and connecting flights, select or change seats, or check bags. Passengers simply swipe their SkyMiles card (or manually enter their SkyMiles number) and enter their PIN.



The kiosks at the Salt Lake International Airport are located near the Delta Airlines check-in counter on the first floor of Terminal #2.

Check Finance Web Site for Travel Information

The Division of Finance Web site contains information for travelers and travel planners at www.finance.utah.gov/travel. Here's what you will find:

- ★ **Who to Call In State Travel** – a list that includes phone numbers for Travel Office personnel; office phone and fax numbers; emergency and after-hours phone numbers; Travel Office address; and office hours.
- ★ **Hotels/Group Facilities** – an unofficial list of in-state hotels that accept the state per diem for lodging. The list also highlights group facilities available.
- ★ **FindIt Guide** – an informational mini-policy and procedure guide formatted in both PDF and Microsoft Word formats.
- ★ **Rental Cars** – names of contract car rental agencies; a description of insurance coverage; and information on Time Saver programs.
- ★ **Airport Parking** – summarizes the state policy on airport parking reimbursement and lists lots that accept State of Utah rates. The page also gives information on the cost of an airport shuttle service.
- ★ **Contracted Airlines** – a list of airlines that the State has contracted with for flights to specific cities (listed alphabetically by city).
- ★ **FAQ (Frequently Asked Questions)** – answers to questions we receive most frequently from travelers and travel planners.
- ★ **Reservations** – lists what information should be contained in an e-mail travel reservation request. It also contains e-mails link to the travel agents.



If you have suggestions for other travel-related information you would like to see posted on the Web site, please let us know. ➔